



SENIOR CONSULTANTS – ***“Classification Specialist” and “HR Generalist”*** **\$64,816 to \$81,020 Plus Opportunity for Performance Bonuses**

THE ORGANIZATION

CPS is a self-supporting public agency providing a full range of human resource services to the public and nonprofit sectors. We have unique expertise in delivering HR management and consulting services, employment testing and assessment services, and applicant tracking software to government agencies throughout North America. We assist organizations across the talent management continuum in recruiting, selecting, and developing employees.

THE POSITION

Our Professional Consulting Services Group has immediate vacancies for a **Classification Specialist** and **HR Generalist** with **public sector** experience in the following functional areas: classification; compensation; training; organizational assessment and analysis; strategic planning; and project management. The ideal candidate will possess skill sets in more than one of the above listed areas.

ESSENTIAL JOB FUNCTIONS AND KSA's:

- Communicates with internal and external clients to determine project needs; outlines scope of work, project timelines, and cost estimates; prepares proposals, letters of agreement, and contracts that are typically approved by a manager prior to submission.
- Conducts salary studies, classification studies, position audits, organizational development studies, recruitments, and other complex consulting projects as appropriate to client needs.
- Serves as a human resources analyst for public agencies, which involves traveling to the agency to perform a variety of personnel duties, such as recruitment, selection, classification, compensation, and labor relations.
- Compiles, organizes, analyzes and interprets data for projects and reports; prepares and presents recommendations
- Principles and practices of human resources public sector agencies
- Principles and practices of public agency recruitment, selection, classification and compensation
- May serve as an effective project manager, prepare cost estimates, and monitor project budgets.
- Plan, schedule and complete assigned tasks with minimal guidance and supervision
- Strong organizational and planning skills
- Excellent communication and interpersonal skills
- Multi-tasking competencies to manage multiple efforts or projects
- Proficiency in MS Windows and MS Office 2000 applications (Outlook, Word, PowerPoint, Excel and Access) MS Project highly desirable

QUALIFICATIONS:

The ideal candidate will possess a Master's degree in Human Resource Management, Business, Public Administration or related field. A Bachelor's degree in one of the above fields is required. Candidates who lack a degree may substitute additional qualifying experience. Two years professional experience in public sector human resources or personnel desired.

IPMA Certified Professional (IPMA-CP) or Certified Specialist (IPMA-CS) or SHRM certification is also highly desired.

BENEFITS: Our excellent benefits package includes; health, dental, vision, life, retirement, and many other competitive benefits.

SELECTION PROCESS: Qualified candidates must complete the online application form. Faxes and resumes will not be accepted during the initial recruitment phase. Applications will be reviewed for related experiences, appropriate level, and education. The most qualified candidates will be sent a **supplemental questionnaire** and may be invited to participate in an oral interview once questionnaire is completed. The selected candidates must complete a background check.

FINAL FILING DATE: **Open Until Filled.**

CPS is an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER